



The mission of the Harris County Auditor's Office is to be an independent and progressive organization recognized for professionalism in carrying out the County Auditor's statutory duties and responsibilities.

NOTICE OF JOB OPENING

JOB TITLE:

Facilities and Office Coordinator

POSITION #

6106292001

JOB DESCRIPTION:

Under the direction of the Executive Assistant to the County Auditor, this position will be responsible for managing and maintaining the inventory for all equipment, furniture and other fixed assets, as required by County guidelines and statutes. Serve as liaison between the Auditor's Office and other County departments for office repairs, maintenance, safety, office keys, telephone, badges, etc. Special projects, as assigned. Perform duties, ensuring that county policies are followed, utilizing a high level skill and professional judgment.

WHAT WE OFFER:

- Competitive salary of up to \$57,000
- Vibrant Downtown Houston location
- Excellent Benefits and Wellness programs
- Zero-Premium Employee Only Medical Plan
- Outstanding Retirement Program
- Collaborative Environment
- Subsidized Transit/Commute

WHAT WE ARE LOOKING FOR:

High school diploma or equivalent and five or more years of professional experience in facilities, inventory management, project management, or related field. Bachelor's Degree in Accounting preferred.

Ideal candidate must possess:

- Must be able to work proactively to resolve problems and make recommendations.
- Ability to work independently, exercise discretion, and use professional judgment.
- Experience in managing special projects, as assigned.
- Ability to work in an environment with shifting priorities.

- Proficiency in the use of MS Office.
- Excellent communications, interpersonal and oral/written presentation skills.
- Superior organizational and problem-solving skills.
- The ability to establish and maintain effective working relationships.
- The ability to work collaboratively within a complex environment.

Candidate must be legally eligible to work in the United States. Visa sponsorship is not provided.

Physical requirements for the position are the ability to walk, squat, and kneel for extended periods of time and the ability to push/pull, lift and carry up to 50 lbs.

TO APPLY:

Submit your resume via email to: Apps.HCAO@aud.hctx.net. Please indicate the title and position number in the subject line of the email.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY